



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ASSOCIATE MANAGEMENT AUDITOR
Open Spot Examination for Sacramento/San Diego/Los Angeles

FINAL FILING DATE	DECEMBER 15, 2005, applications (Form 678) must be POSTMARKED no later than the final filing date. Indicate in Block 1 of your Examination Application Form 678 where you wish to establish eligibility. Please note that only applications with a revision date of 12/2001 will be accepted. All other applications will be returned. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.
HOW TO APPLY	Applications are available and may be filed in person or by mail with: Department of Conservation Human Resources Office 801 K Street, MS 22-13 Sacramento, CA 95814 DO NOT submit applications to the State Personnel Board.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the “Application for Examination”. You will be contacted to make specific arrangements.
EXAMINATION DATES	Qualification Appraisal: It is anticipated that interviews will be held in Sacramento, San Diego, Los Angeles during February/March 2006. NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
EXAMINATION INFORMATION	The examination will consist of a qualification appraisal interview. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED. QUALIFICATION APPRAISAL INTERVIEW – WEIGHTED 100.00%
LOCATION	Positions currently exist with the Department of Conservation in Sacramento, San Diego, and Los Angeles
SALARY RANGE	\$4316-5247
ELIGIBLE LIST INFORMATION	An OPEN-SPOT eligible list will be established for the Department of Conservation for each spot location. Each list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either “I”, or “II”, or “III”, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.
EDUCATION	Either I: One year of experience in the California state service performing professional auditing or accounting duties of a class with a level of responsibility not less than that of Staff Services Management Auditor (Range C) or Governmental Auditor II. (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but must have satisfactorily completed the one year of this experience before they can be eligible for appointment.) Or II: Three years of increasingly responsible professional auditing and accounting experience or management consultant experience which shall have involved preparation of reports and presentations of recommendations to management. For at least one year, these responsibilities must have included duties at a level equivalent to that of Staff Services management Auditor (Range C) in State service. One year of graduate work in accounting, business administration, public administration, or a related field may be substituted for the six months’ experience and the education pattern listed under Education Requirements. Education: The following describes the education, which is acceptable for one or more of the classes in this series. Equivalent to graduation from college preferably with a major in accounting, business administration, public administration or economics and with a minimum of six semester units of accounting. Registrations as a senior in a recognized institution will admit applicants to examinations for Staff Services Management Auditor but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

SPECIAL PERSONAL CHARACTERISTICS	Ability to qualify for a fidelity bond and willingness to travel and work away from the headquarters office.
THE POSITION	This is the first full journey person level requiring independence and proficiency in handling complex and difficult assignments. Typically an Associate is assisted by one or more Staff Services Management Auditors in the performance of complex management audits in a single agency or a small group of related agencies.
SCOPE	In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s:
KNOWLEDGE OF	<ol style="list-style-type: none">1. Elementary statistics.2. Organization and management in the public and private sector, current trends, and problems in governmental management.3. Principles of electronic data processing, the uniform accounting system, and the financial organization and procedures of the State of California, policies, rules, and regulations of the Legislature, State Controller, State Treasurer, Department of Finance, and central control agencies as they relate to State agency financial and program management activities.
ABILITY TO	<ol style="list-style-type: none">1. Conduct financial and management duties of a variety of State agencies, governmental jurisdictions, and other entities.2. Make investigations of accounting and financial organization procedures and problems.3. Communicate effectively.4. Analyze data and take effective action.
CAREER CREDITS	Will not be granted for this examination.
VETERANS PREFERNCE CREDITS	Will not be granted for this examination.
TRAVEL ACCOMMODATIONS	Candidates are responsible for any expenses incurred when participating in all examinations administered by the Department of Conservation (i.e., transportation, lodging, parking, etc.).

GENERAL INFORMATION: It is the candidate’s responsibility to contact the Department of Conservation in Sacramento at (916) 322-7685 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate’s responsibility to contact the Department of Conservation three weeks after the final filing date if he/she has not received a progress notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board Offices, www.spb.ca.gov, local office of the Employment Development Department and the Department noted on the front. Only applications with a revision date of 12/2001 will be accepted in the examination. All other applications will be returned.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Conservation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of dates, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartment promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience of the candidate’s ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate’s personal development will include considerations of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test by scoring at least 35 on each of the five subtests and averaging 45 for all the subtests; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted, it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference Application, which is available from the State Personnel Board Offices or written test proctors.